



**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES
FOR THE
HOMELESS EMPLOYMENT LITTER PROGRAM
PROJECT NO. OM 22-013**

Issued by:

City of Stockton

Public Works Department

22 E. Weber Avenue, Room 301

Stockton, CA 95202

Date Issued: December 22, 2022

Date Proposals Due: Wednesday, January 26, 2022, 3:00 PM

LATE SUBMITTALS WILL NOT BE ACCEPTED

INTRODUCTION

The City of Stockton (City) is requesting written proposals from qualified non-profit social service organizations (Contractor) for the management and operation of the Homeless Employment Litter Program (HELP).

1.0 PROJECT DESCRIPTION

The Homeless Employment Litter Program (HELP) is a work program designed to provide a low to no barrier work experience for people throughout the city who are experiencing homelessness, while also connecting participants to supportive services such as food, shelter, job training, and other necessities. The purpose of this program is to provide support and job readiness services that may lead to employment and housing opportunities. The program is funded through a partnership between Caltrans and the City of Stockton. The City will award a contract to the Contractor whose offer represents the “best value” to the City, price and other factors considered.

2.0 SCOPE OF WORK

The City is seeking proposals from qualified proposers, hereinafter referred to as the Contractor, to provide management and operation of the Homeless Employment Litter Program (HELP) in accordance with the terms, conditions, and specifications contained in Attachment 1, Scope of Work.

3.0 PROJECT GENERAL INFORMATION

3.1 Proposal Submissions

Proposals shall be submitted no later than 3:00 PM, January 26, 2022 to:

CITY OF STOCKTON
PUBLIC WORKS DEPARTMENT
ATTN: JENNIFER BOOTH
22 E. WEBER AVENUE, ROOM 301
STOCKTON, CA 95202

The proposal should be firmly sealed in a clearly marked envelope with “**HOMELESS EMPLOYMENT LITTER PROGRAM**” for the City of Stockton (Project OM 22-013). The cost proposal must be submitted in a separate, sealed envelope labeled as Cost Proposal with the Project Name and Number. Late Proposals will not be accepted.

3.2 Acceptance or Rejection of Proposal

The City reserves the right to negotiate an agreement with the organization submitting the highest ranking proposal. Also, the City reserves the right to reject any and all proposals or to waive any irregularity in a proposal if it is deemed to be in the best interest of the City. Failure to submit all requested information could be grounds to reject the proposal.

3.3 Proposal Questions and Requests for Clarification

Any question or request for clarification shall be submitted in writing to:

Jennifer.Booth@stocktonca.gov

Requests for clarification shall be submitted at least seven (7) business days prior to the proposal due date. If a response warrants an addendum to the RFP, such addendum will be posted on Bid Flash at least two days prior to the proposal due date. It is the proposer's responsibility to check the website for any addendums or responses to questions. The website address is as follows:

http://www.stocktongov.com/services/business/bidflash/pw.html?dept=Public_Works

3.4 Causes for Disqualification

Any of the following may be considered cause to disqualify a proponent without further consideration:

- A. Evidence of collusion among proponents;
- B. Any attempt to improperly influence any member of the evaluation panel;
- C. Any attempt to communicate in any manner with a City of Stockton elected official during the RFP/bid process will, and shall be, just cause for disqualification/rejection of proponent's proposal/bid submittal and considered non-responsive.
- D. A proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or
- E. Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.
- F. No person, firm, or corporation shall be allowed to make or file or be interested in more than one bid for the same supplies, services, or both; provided, however, that subcontract bids to the principal bidders are excluded from the requirements of this section: Section 3.68.120 of the Municipal Code.

G. Any exceptions to the insurance requirement may result in a non-responsive proposal.

H. Proponents must maintain IRS approved 501(c) 3.

3.5 Licensing Requirements

Any professional certifications or licenses that may be required are the sole cost and responsibility of the proposer. A City of Stockton business license is required. Please contact the City of Stockton Business License Customer Service at (209) 937-8313.

3.6 Insurance Requirements

The proposer must obtain and maintain the required insurance. Proposer should review Attachment 3, Instructions to Proposers for information regarding insurance, indemnification, Disadvantaged Business Enterprises, prevailing wages, etc. Failure to comply with the Instructions to Proposers may be grounds for rejection.

3.7 Product Ownership

Any documents resulting from the performance of work in the contract will become property of the City. This includes all work performed by subconsultants.

4.0 REQUIRED PROPOSAL CONTENT

The proposal shall contain the following, at a minimum:

- Cover Letter
- Table of Contents
- Executive Summary
- Project Team
- Project Understanding
- Detailed Work Plan
- Examples of experience with similar types of work
- References
- Schedule
- Cost Proposal

The Proposal shall be no more than fifty (50) pages (8½" x 11"), with a minimum font size of 10. Resumes and references may be included in addition to the fifty (50) pages. Proposer shall submit one (1) electronic copy, and six (6) bound sets of the proposal.

4.1 Cover Letter

The letter shall be signed by an official with the authority to negotiate and contractually bind the organization with the City of Stockton. Provide name,

title, address, email, and telephone number for this officer. Describe any subcontract arrangements or licensing agreements. Include any potential conflict of interest.

4.2 Table of Contents

The proposal should include a table of contents.

4.3 Executive Summary

The Executive Summary shall include a summary of the proposal, emphasizing the approach to be taken and including a work plan, schedule, and description of the capabilities of the Project Manager and key personnel. The summary should convey an understanding of the purpose of the project and the services required for performance.

4.4 Project Team

Describe your team organization including the qualifications of the prime project manager and any other key personnel related to this project. Provide an organizational chart of the proposed team structure.

The following should be addressed:

- Demonstrate the organization's experience in each of the areas of expertise needed to successfully complete the project. This should include a description of prior experience in working with public agencies, including working with City staff.
- Ability for project team to perform the proposed work within the time limits of the project, considering their current and projected workload and assignments.
- Ability to provide quality control of all deliverables and be responsive to all issues in a timely manner.
- Provide project team resumes.

4.5 Detailed Work Plan

Provide a proposed work plan for development and implementation of the program as described in the Scope of Work. Describe the proposed approach and the activities to be accomplished. Describe how the team will complete each task.

The following should be addressed:

- Contractor's definition of "Homeless" and "Near-Homeless"
- Means of identifying your target participants
- Recruitment of participants
- Methodology to limit employee turnover and reduce duplication of participation
- Training stages of the Homeless Employment Litter Program

Alternative approaches to the project can be submitted if a rationale is given for the suggested changes. Information on software which will be used to prepare all documents shall be provided to the City.

4.6 Examples of Experience with Similar Types of Work

Provide examples of projects similar in scope and size to this project.

4.7 References

Provide three client references for the organization, two of which are familiar with the project manager and key personnel. This shall include the name, company, contact information, and description of related work that was provided to the client. No City of Stockton elected officials, appointed officials, or employees may be provided as a reference for this RFP.

4.8 Contract Terminations

If your organization has had a contract terminated in the last five (5) years, describe such incident. Termination for default is defined as notice to stop performance due to the vendor's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the vendor, or (b) litigated and such litigation determined that the vendor was in default.

4.9 Schedule

Provide a project schedule with key dates, milestones, and critical path.

The selected contractor shall be expected to begin work within forty-five (45) days of contract signing and complete tasks according to the Scope of Service (Section 2.0) and the Delegation of Maintenance (Attachment 2).

4.10 Cost Proposal

The proposal shall include pricing for all services. A sample cost proposal is included as Attachment 4. At a minimum, the cost proposal should include the hourly rate for the five (5) person crew, an hourly rate for the supervisor, and an hourly "markup" rate to cover all overhead costs. Pricing shall be all inclusive.

The cost proposal must be in a sealed, labeled envelope separate from the proposal.

5.0 PROPOSAL EVALUATION

The Contractor Selection process will follow the estimated timeline shown below:

<u>Event</u>	<u>Date</u>
Post Request for Proposals	December 22, 2021
Written Questions submitted by	January 12, 2022, at 3:00 PM
Response to Written Questions	January 19, 2022
Proposals Due	January 26, 2022, at 3:00 PM
Interviews Start	February 7 – 10, 2022
Negotiations	February 15 – 18, 2022
City Council Approval	April/May 2022

5.1 Proposal Evaluation

The Evaluation Panel will consist of City of Stockton staff and any other person(s) designated by the City. Following the review of the Proposals, the Panel may invite one or more Proposers to make an oral presentation. During these presentations, the Proposer will be allowed to present such information as may be appropriate in order that the Panel can effectively and objectively analyze all materials and documentation submitted as part of the Proposals.

Each organization must be represented by an individual who will be the primary contact person (Project Manager) to the City and any other individuals whom the organization may select. The highest-rated Proposal will then be further scrutinized through financial analysis and reference checks.

This is a qualifications and cost-based selection, so ranking will be in accordance with the attached Proposal Scoring Sheet (See Attachment 5). Cost will be a factor in evaluation, but selection is predominately qualifications based. Cost proposals will not be opened until after other categories have been evaluated. Local preference will also be a factor, so Stockton organizations are encouraged to propose. Also, non-Stockton organizations should make an effort to use Stockton consultants whenever possible. Points will be weighted based on the amount of work being performed by the local consultants and/or businesses.

5.2 Negotiations

City staff will begin negotiations with the highest ranked organization. If an agreement cannot be reached after a reasonable period of time, as determined by the City, then the City will terminate negotiations with the number one ranked organization and negotiations will be opened with the second ranked organization. The compensation discussed with one

prospective Contractor will not be disclosed or discussed with another Contractor.

The selected Contractor will be expected to enter into a Professional Services Contract with the City. Proposers should direct their attention to Attachment 3, Instructions to Proposers for the most current insurance and indemnification language. It is expected that the successful proposer will accept these terms without modification.

The contract shall not be in force until the Council approves the contract and the City Manager signs it. Work performed before the issuance of a Notice to Proceed cannot be paid by the City.

ATTACHMENTS:

Attachment 1 – Scope of Work

Attachment 2 – Delegation of Maintenance

Attachment 3 – Instructions to Proposers

Attachment 4 – Sample Cost Proposal Sheet

Attachment 5 – Proposal Scoring Sheet